

B-11: Master Control Operator

Date of Hire: 07/20/2010

Referral Source of Hire: Website

of Interviewees for position and
Referral sources of interviewees

3

Website

Website

Walk-in



EEO Check List

Position: Master Control Operator

Open date 7/10 Close date 7/10

Responsibility	Description	Date	Initials
Kimberly Taylor	Received notice of opening	✓	KJ
Kimberly Taylor	Prepare open file	✓	KJ
Department Head	Complete ad placement form	✓	FM
Freddie Milton	Mail referral letters & email station Webmaster & Corp. Webmaster to post on-line	✓	FM
Freddie Milton	Post opening on internally (Bulletin Boards)	✓	FM
Brent Booth	Post on station web site	✓	BM
Maggie Staneki	Post on Corporate Web Site	✓	MS
Freddie Milton	Return completed ad placement form with copy of all ads placed attached to EEO Coordinator	✓	FM
Interviewer	Ensure all candidates interviewed complete application & candidate profile form		✓
Interviewer	Select candidate / review w/GM		✓
Interviewer	Complete applicant recruiting summary		✓
Interviewer	Notify candidate		✓
Interviewer	Review File w/Department Head		✓
Interviewer	Return closed EEO file which includes all resumes and applications to Kathleen		✓
Karen Wills	Review file		
Kimberly Taylor	Close file		
Freddie	Add info to current Public File Report		✓
Freddie Milton	Remove job description posting from bulletin board & return to Kim to place in EEO file		✓



Ad Placement CHECKLIST

Vacant Position: _____ Master Control Operator

Date Position Opened: 7/12/2010

Please check next to the organization(s) that you would like to place your ad. Please attach a copy of your ad.

<u>Organization</u>		Check Source to use	Completed
EEO LETTERS (see list on back for list of org.)		✓	✓
My Eyewitness News Website	N/C	✓	✓
NPTV Website	N/C	✓	✓
602 COMMUNICATIONS	N/C	✓	NA
TVJobs	N/C	✓	✓
Broadcast Engineering Magazine**	\$567/30		
CareerBuilder	\$419/30		
MediaRecruiter.com	\$199/30		
Memphis Jobs	\$299/30		
Monster.com	\$325/30		
National Association of Black Journalists (NABJ)	\$150/30		
National Association of Broadcasters (NAB)	\$250/30		
National Association of Hispanic Journalists (NAHJ)	\$100/30		
Spots N Dots	\$297/30		
Yahoo Hot Jobs	\$349/30		
TVTechnology.com	\$2 per word/30		

**Cost may vary depending on the length of the ad.

Scot Krayenhagen

7/13/2010

Manager Signature

Date

Business Manager Approval

Date



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: MASTER CONTROL OPERATOR

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

Master Control Operator, WPTY/WLMT/WJKT is a television multicast facility in Memphis, TN. We are seeking experienced applicants with some computer skills in Windows based systems. Trained in TV Master Control Operation or cable channel switching. Needs to be familiar with broadcast videotape formats and machines. Responsible for on-air operations. Duties include satellite recordings, dubbing programs into digital systems, and digital editing. Must keep neat and accurate operating log, transmitter log and reports. Must be available to work all scheduled shifts and, in an emergency, any unscheduled shift. Must have the ability to exercise sound judgment under adverse conditions.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
ATTN: Chief Engineer
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112
OR EMAIL: HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 7/12/2010

CLOSE DATE: 8/12/2010



July 13, 2010

Mr. Curtis Rodgers
Career Center
Christian Brothers University
650 E. Parkway South
Memphis, TN. 38104

Dear Mr. Rodgers:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-11



July 13, 2010

Ms. Denita Hedgeman
LeMoyne Owen College
Career Services Office
807 Walker Ave.
Memphis TN. 38126

Dear Ms. Hedgeman:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-21



July 13, 2010

Mr. David Chamberlain
Memphis Career Center
5368 Mendenhall Mall
Memphis, TN. 38115-4505

Dear Mr. Chamberlain:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-31



July 13, 2010

Brenda Williams
Southwest Tennessee Community College
5983 Macon Cove
Farris Building Rm. 2160
Memphis, TN. 38134

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

19-41



July 13, 2010

Tonja Baymon
Employment & Training Manager
Memphis Urban League
413 N. Cleveland
Memphis, TN. 38104

Dear Ms. Baymon:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

19-51



July 13, 2010

Ms. Madeleine Taylor
NAACP
588 Vance Ave.
Memphis, TN. 38126

Dear Ms. Taylor:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-61



July 13, 2010

Ms. Joyce Reed
Tennessee Labor &
Workforce Development
1295 Poplar Ave.
Memphis, TN. 38104

Dear Ms. Reed:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

19-71



July 13, 2010

Ms. Alisha Rose Henderson
University of Memphis
Director of Career & Development
400 Wilder Tower
Memphis, TN. 38152

Dear Ms. Henderson:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-81



July 13, 2010

Mississippi State University
Career Center
P. O. Box P
Mississippi State, MS. 39762
Attn: Scott Maynard

Dear Mr. Maynard:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

19-91



July 13, 2010

S. B. Kyle
Operation PUSH
704 S Parkway E.
Memphis, TN. 38106

Dear Mr. Kyle:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely;

A handwritten signature in black ink that reads "Karen Wills". The signature is written in a cursive, flowing style.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-11



July 13, 2010

Sue Crawley
Mid-South Women's Connection
2750 Darlington Cove
Memphis, TN. 38118

Dear Ms. Crawley:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-21



July 13, 2010

Memphis City Schools
Telecommunications Center
2485 Union Avenue
Memphis, TN. 38112
Attn: Evelyn McGuire

Dear Ms. McGuire:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-21



July 13, 2010

Sheree Hudgins
University of Memphis
Department of Communication Arts
143 Theatre Comm. Building
Memphis, TN. 38152-3150

Dear Ms. Hudgins:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

21-41



July 13, 2010

Athens State College
Career Services
300 North Beaty Street
Athens, AL. 36511
Attn: Larry Keenum

Dear Mr. Keenum:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

21-61



July 13, 2010

Felicia Lee
Tennessee Technology
550 Alabama
Memphis, TN. 38105

Dear Ms. Lee:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,


Karen Wills
Business Manager

Enclosure (2)

EOE

20-41



July 13, 2010

Bobbi Oliver
Mississippi Dept. of Employment Security
P. O. Box 186
Southaven, MS 38671

Dear Bobbi Oliver:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-61



July 13, 2010

SRVS
3592 Knight Arnold
Memphis, TN. 38118
Attn: Donna Palmer – Director

Dear Ms. Palmer:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-71



July 13, 2010

Bridges, USA
477 N. Fifth Street
Memphis, TN. 38105
Attn: MaryAn Mercer
Business Development

Dear Ms. Mercer:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in black ink that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-81



July 13, 2010

Arkansas Department of Employment Security
Career Services Office
P. O. Box 1928
West Memphis, AR 72303
Attn: Yolanda Macklin

Dear Ms. Macklin:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

20-91



July 13, 2010

Kristie Johnson
UCP/Memphis Works
4189 Leroy
Memphis, TN. 38108

Dear Ms. Johnson:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-11



Log in on website: www.tabtn@bellsouth.net

July 13, 2010

Tennessee Association of Broadcasters
2 International Plz. Dr.
Suite 507
Nashville, TN 37217-2087
Attn: Jill Green

Dear Ms. Green:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-31

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TAB NEWS

July 14 - Court Shoots
Down FCC Indecency
Rules

career

jobs - tv

Master Control Operator

14 JULY 2010

Type: Tv
Organization: Newport Television - WPTY/WLMT/WJKT
Location: Memphis, TN
Description: Department: OPERATIONS/PROGRAMMING
Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

Court sides with broadcasters
and [...]

**July 13 - Poynter Institute
Seminar August 21, 2010**
The TAB is proud to bring Al
Tompkins of the Poynter [...]

**July 08 - Sherri Sawyer
Passes Away**
Sherri Sawyer, Market Manager
Citadel Communications, [...]

MORE NEWS >



TAB EVENTS

**July 08 - August 20, 2010
ENNES Workshop
Registration**
[...]

**July 08 - TAB August 2010
Convention**
TAB Convention-August 19-20-
21, 2010 Embassy Suites [...]

MORE EVENTS >

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

Master Control Operator, WPTY/WLMT/WJKT is a television multicast
facility in Memphis, TN. We are seeking experienced applicants with some
computer skills in Windows based systems. Trained in TV Master Control
Operation or cable channel switching. Needs to be familiar with broadcast
video tape formats and machines. Responsible for on-air operations. Duties
include:

jobs post job



judgment under adverse conditions.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
ATTN: Chief Engineer
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112
OR EMAIL: HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

Contact:

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
ATTN: Chief Engineer
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112



Email job posting to: Virginia Crump – vcrump@lanecollege.edu

July 13, 2010

Lane College
Virginia Crump
545 Lane Avenue
Jackson, TN. 38301

Dear Ms. Crump:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-51



July 13, 2010

Dr. Ralph Braseth
Student Media Center
University of Mississippi
201 Bishop
University, MS 38677

Dear Dr. Braseth:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-71



July 13, 2010

Lisa Gooden
Career Services
University of Mississippi
303 Martindale Hall
University, MS 38677

Dear Ms. Gooden:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads 'Karen Wills'.

Karen Wills
Business Manager

Enclosure (2)

EOE

21-81



July 13, 2010

Rust College
Wayne Fiddis
Mass Communication Center
150 Rust Avenue
Holly Springs, MS 38635

Dear Mr. Fiddis:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

21-91



July 13, 2010

University of Memphis
Herff College of Engineering
201 Engineering Adm. Building
Memphis, TN. 38152-3170
Attn: Shelia Moses

Dear Ms. Moses:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-11



Email to: Carolyn Edwards – carolyne@astate.edu

July 13, 2010

Arkansas State University
Carolyn Edwards
Career Services
P. O. Box 2490
State University, AR. 72467

Dear Ms. Edwards:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-21



July 13, 2010

Mississippi University for Women
Towanda Williams
Career Services
1100 College St.
W 1624
Columbus, MS 39701

Dear Ms. Williams:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-31



July 13, 2010

Northwest Community College
4975 Hwy. 51 N
Senatobia, MS 38635
Attn: Kristin Watson

Dear Ms. Watson:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-51



July 13, 2010

American Sportscasters Association
225 Broadway
New York, NY 10007
Attn: Pat Turturro

Dear Mr. Turturro:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-61

Milton, Freddie

From: Milton, Freddie
Sent: Wednesday, July 14, 2010 2:26 PM
To: 'angela.poole@remingtoncollege.edu'; 'jlpalmer@itt-tech.edu'; 'oakesa@rhodes.edu'; 'carolyne@astate.edu'; 'vcrump@lanecollege.edu'
Subject: Studio Floor Director Part-time and Master Control Operator
Attachments: JOB DES. FOR Studio Floor Director.doc; JOB DES. FOR Master Control Operator.doc

Good Afternoon,

Please post the attached jobs and if you have any questions, please do not hesitate to contact me.

Thank you for your assistance and have a great week.

Freddie Milton

Administrative Assistant
WPTY/WLMT/WJKT
2701 Union Avenue Extended
Memphis, TN 38112
Tel: 901-323-2430
Fax: 901-323-9503

And do not be conformed of this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God. Romans 12: 2



Email: angela.poole@remingtoncollege.edu

July 13, 2010

Remington College Memphis Campus
2710 Nonconnah Blvd.
Memphis, TN 38132
Attn: Angela Poole
Career Services Representative

Dear Ms. Poole:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-81



Email to: oakesa@rhodes.edu

July 13, 2010

Rhodes College
2000 North Parkway
Memphis, TN 38112-1690
Attn: Amy Oakes
Asst. Director of Career Services

Dear Ms. Oakes:

The attached information describes the job openings for the following positions:

Master Control Operator
Studio Floor Director Part-time

No telephone calls please. The positions are available immediately and we hope to have them filled as soon as possible.

Sincerely,

Karen Wills
Business Manager

Enclosure (2)

EOE

22-91

FRONT DESK



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: MASTER CONTROL OPERATOR

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

Master Control Operator, WPTY/WLMT/WJKT is a television multicast facility in Memphis, TN. We are seeking experienced applicants with some computer skills in Windows based systems. Trained in TV Master Control Operation or cable channel switching. Needs to be familiar with broadcast videotape formats and machines. Responsible for on-air operations. Duties include satellite recordings, dubbing programs into digital systems, and digital editing. Must keep neat and accurate operating log, transmitter log and reports. Must be available to work all scheduled shifts and, in an emergency, any unscheduled shift. Must have the ability to exercise sound judgment under adverse conditions.

PLEASE SEND RESUME TO:
NEWPORT TELEVISION, LLC
ATTN: Chief Engineer
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112
OR EMAIL: HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 7/12/2010

CLOSE DATE: 8/12/2010

Jermy Hulet - Start Date 7-20-2010

FIRST FLOOR - SALES



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: MASTER CONTROL OPERATOR

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

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OR EMAIL: HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 7/12/2010

CLOSE DATE: 8/12/2010



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: MASTER CONTROL OPERATOR

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

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Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 7/12/2010

CLOSE DATE: 8/12/2010



NEWPORT TELEVISION
WPTY/WLMT/WJKT

Job Title: MASTER CONTROL OPERATOR

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Requirements include: High school diploma or equivalent 1 year or more of experience.

(LIST ALL DUTIES, FUNCTIONS AND RESPONSIBILITIES)

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MEMPHIS, TN. 38112
OR EMAIL: HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

OPEN DATE: 7/12/2010

CLOSE DATE: 8/12/2010



Broadcast Employment Services



WPTY (ABC) Memphis, Tennessee

Position Master Control Operator
Reference # TVJ#34132546
Type Television
Full / Part Full Time - Regular
Experience See Ad
Posted 7/14/2010
Closes 8/14/2010
Time Left 29 Days
DMA #50
Found In Production - Master Control Operators



Master Control Operator

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Education: HIGH SCHOOL DIPLOMA

Training & Job Skills: Some computer skills in Windows based systems. Trained in TV Master Control Operation or cable channel switching. Needs to be familiar with broadcast videotape formats and machines.

Experience: AT LEAST ONE YEAR EXPERIENCE.

Responsible for on-air operations. Duties include satellite recordings, dubbing programs into digital systems, and digital editing. Must keep neat and accurate operating log, transmitter log and reports. Must be available to work all scheduled shifts and, in an emergency, any unscheduled shift. Must have the ability to exercise sound judgement under adverse conditions.



Supplemental Information

Salary Type
Salary Range
Starting Salary / Year
Starting Salary / Hour
Job Type
Hours
Workweek
Scheduled on Holidays
Start Date
Probation Period

Full Time - Regular

Benefits
Benefit Premium
401K Plan
Vacation
Paid Sick Leave

Phone Calls
Agent Phone Calls

Résumé
Cover Letter
References
Salary History
Tape / Reel
Tape Format
Tape Return
Director's Track

FAX Résumé No
TVJobs.com E-Résumé Yes

Degree Required
Contract Required

PLEASE SEND RESUME TO:

NEWPORT TELEVISION, LLC
ATTN: Chief Engineer
2701 UNION AVE. EXT.
MEMPHIS, TN. 38112

HR-Engineering@abc24.com

Please no phone calls

Equal Opportunity Employer

A NEWPORT TELEVISION STATION

When responding to this job ad, please
mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual E-Résumé subscription
or DigitalTalent résumé required.

[[View other WPTY job listings](#)]

Contract Length

Special Requirements

Driver's License

Insurance

Good Driving Record

Heavy Lifting

Previous Applicants

Local Apartment Rental

Moving Expenses

Union Position

Union Contract Expires

Confirmation Letter

Rejection Letter

Feedback

Drug Screen

Proof of Eligibility to work
in U.S. Required

Equal Opportunity
Employment Yes

EOE Data Form Yes

Master Control Operator

Last Update: 3:04 pm

[Print Story](#) |

Department: OPERATIONS/PROGRAMMING

Reports To: Chief Engineer

Education: HIGH SCHOOL DIPLOMA

Training & Job Skills: Some computer skills in Windows based systems. Trained in TV Master Control Operation or cable channel switching. Needs to be familiar with broadcast videotape formats and machines.

Experience: AT LEAST ONE YEAR EXPERIENCE.

Responsible for on-air operations. Duties include satellite recordings, dubbing programs into digital systems, and digital editing. Must keep neat and accurate operating log, transmitter log and reports. Must be available to work all scheduled shifts and, in an emergency, any unscheduled shift. Must have the ability to exercise sound judgement under adverse conditions.

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A NEWPORT TELEVISION STATION

Master Control Operator - Memphis, TN

Last Update: 3:12 pm

[Print Story](#) |

MASTER CONTROL OPERATOR

WPTY/WLMT/WJKT, a television multicast facility in Memphis, TN, is currently seeking an experienced Master Control Operator. This position will be primarily responsible for on-air operations. Other duties include but are not limited to satellite recordings, dubbing programs into digital systems, and digital editing.

Requirements include:

- Computer skills in Windows-based systems
- Training in TV Master Control Operation or cable channel switching
- Familiarity with broadcast videotape formats and machines
- Must keep neat and accurate operating log, transmitter log, and reports
- Available to work all scheduled shifts and, in an emergency, any unscheduled shift
- Able to exercise sound judgment under adverse conditions
- High school diploma or equivalent
- One year or more of experience

Please Send Resume To:

Newport Television, LLC
Attn: Human Resources
2701 Union Ave. Ext.
Memphis, TN 38112

Or Email: Hr-Engineering@Abc24.Com

PLEASE NO PHONE CALLS

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